

Transportation Request Form

Drivers must be a GCU student, faculty or staff member and twenty-one (21) years of age for in-state travel and twenty-five (25) years of age for out of state travel and they must possess a valid driver's license. Drivers who meet the above mentioned criteria are required to take a Grand Canyon University driver's test before they are allowed to drive.



Driver name: _____ Driver email: _____ Driver phone: _____

*****Please attach copy of valid driver's license*****

Travel Information:

Desired vehicle(s): 11 passenger van () 12 passenger van () 5 passenger HHR () 5 passenger Impala ()

Destination: _____

Dates needed: _____

Departure time: _____ Return time: _____

Number of individuals traveling: _____

Reason for travel:

Van Certification Information

First, **obtain a copy of your three year motor vehicle driving record** online. A person with an Arizona driver's license may get a copy by logging on to servicearizona.com. There is a \$3 fee. Out of state drivers must supply a driving record from the Motor Vehicle Department of his/her home state. All driving records must conform to insurance guidelines.*

Next, provide Student Affairs with this form and all required documents. You will be given a link to an online video and a test on van driving subjects. **Please note that there is a \$30 fee for each van video and test.** Transportation will be notified once you have passed the test. After that we will arrange for you to take a short road test with a transportation employee. Upon passing you will be certified and insured to drive GCU vans.

Insurance Guidelines*- Motor Vehicle Report factors that would disqualify a driver:

- Any "under the influence" violation
- Any "criminal" violation (leaving the scene, intent to injure, etc.)
- Any "excessive speeding violation (20 mph over the speed limit)
- 3 moving violations of any kind in the past three years
- 2 moving violations in the past year

Copy of Driver's License Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Motor Vehicle Driving Record Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

*If club/org will be paying for van certification from GCU Clubs account please include completed Check Request.

Advisor Signature: _____ Date: _____

3300 West Camelback Road, Phoenix, AZ 85017 | gcu.edu

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at gcu.edu/disclosures
Grand Canyon University is regionally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. (800-621-7440; <http://www.ncahlc.org>).